

**TOWN OF STONINGTON**  
**JOB DESCRIPTION**  
**DEPUTY ASSESSOR**

**NATURE OF WORK:**

This is very responsible technical work at the advanced level involving all phases of tax assessment administration with emphasis on completing appraisals and explaining them to the taxpayers.

Work involves responsibility for assisting the Director of Assessment in administrative matters and performing real property assessment work. Duties include measuring and listing new real property and improvements and calculating an assessment of the property. This position also has the responsibility for making difficult property assessment technical decisions. This work requires that the employee have considerable knowledge, skill and ability in property assessment. Work involves the exercise of independent judgment and initiative within the context of State Law, Town Charter and prevailing policies and procedures.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision of the Director of Assessment.

**SUPERVISION EXERCISED:**

Provides supervision, general guidance and direction to clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Assumes supervisory responsibilities for the Department of Assessment in the absence of the Assessor.

Identifies and values recently sold properties, improved properties and properties in construction. Measures, lists and calculates appraisal value of real estate property and property improvements. Utilizes the Computer Assisted Mass Appraisal (CAMA) and GIS systems as necessary to perform required assessments.

Audits appraisal work performed by private firms for accuracy and conformance to Town Standards.

Assists the Director of Assessment during periodic revaluation of all taxable property, and serves as liaison with outside contractors working on such revaluation.

Prepares statistical and narrative reports as directed by the Director of Assessment.

Analyzes methods of collecting and retaining assessment data. Analyzes computer system applications and recommends changes as needed. Works with software contractors to improve functional capabilities and service to the public.

Participates in professional organizations to remain current in assessment technology, policies and procedures.

Provides technical information and assistance to the public, property owners, attorneys and bankers in resolving problems and complaints.

Assists in the preparation of technical information and assistance to Town, Departments, Boards and Commissions as directed.

Establishes and maintains appropriate working relationships with State and Federal officials, Town Officials, public offices, the general public, consultants, other departments and agencies and co-workers.

Regular attendance is a requirement of this position.

#### **OTHER JOB FUNCTIONS:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs related work as required.

#### **REQUIREMENTS OF WORK:**

##### Education, Experience & Training:

The education, experience and training required would generally be acquired with a Bachelor's degree in business administration, real estate, accounting or some closely related field and a minimum of three (3) years of increasingly responsible experience in real and personal property appraisal, municipal assessment and field inspection work, or an equivalent combination of education, training and experience. CAMA experience preferred.

##### Knowledge, Skills & Ability

Must possess a thorough knowledge of the principles and practices of commercial, industrial and residential real property valuation and auditing of business personal property accounts for assessment purposes.

Knowledge of Connecticut State Statutes related to assessment practices.

Considerable knowledge of computer applications for appraisal-assessment practices including spreadsheet, statistical and word processing software.

Knowledge of effective supervisory practices. Possess management skills required to supervise, delegate, and share responsibilities; ability to adjust and exercise such skills in an environment where priorities constantly change.

Ability to read and understand property documents, surveys and appraisal manuals. Ability to accurately appraise real and personal property. Ability to communicate effectively verbally and in writing. Ability to direct and supervise technical and administrative support personnel.

Ability to communicate effectively. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions. Ability to make decisions and act quickly.

Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded. Ability to work accurately with names,

numbers, colors, codes and/or symbols. Ability to prepare and maintain accurate records and general reports. Ability to exercise discretion in handling confidential information.

Considerable ability to supervise and train employees.

Ability to deal effectively with members of the public, attorneys and real estate developers and construction personnel. Ability to communicate ideas and policies to individuals and groups.

Ability to work harmoniously, cooperatively, and courteously with others at all times. Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc.

Must possess excellent communication, computer and organizational skills.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works between an office and field setting. Outdoor work is required for the inspection of construction sites, various land use developments and some emergency situations. When working outside, the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow or airborne particles, any of which may cause marked bodily discomfort. The noise level in the work environment is usually quiet to moderate in the office, and moderate to loud in the field. The employee may work near moving mechanical parts and in precarious places and is occasionally exposed to risk of electrical shock and vibration.

While performing the duties of this job, the employee must hold a driver's license and be able to operate a motor vehicle. The employee is frequently required to hear; speak; sit, stand/or walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must be able to physically inspect personal properties and real estate throughout the Town involving continuous walking, bending, climbing stairs, reaching, etc. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders which would interfere with the performance of duties as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. Employee may occasionally have to function in situations where subject to aggressive verbal and/or physical behavior.

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess and retain a valid Motor Vehicle Operator's License. Connecticut Municipal Assessor Certification I & II (CCMA I & II) or equivalent are preferable, and in the absence thereof, must obtain such certifications with five (5) years of the appointment.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.